Congratulations and welcome to the Albert Einstein College of Medicine of Yeshiva University! The housing office at Einstein is committed to providing convenient and comfortable housing for all medical and Sue Golding graduate students, as well as postdoctoral fellows.

Your New Community

- Housing at Einstein is among the best you’ll find at any medical school in the country. The apartments are large, rents are low and security is excellent. Located near the Westchester County border, in the northeast Bronx, the environment around Einstein combines the best of two worlds: small-town living with its special sense of “community” and lower cost of living and easy access to big-city excitement in Manhattan.

Location

- Einstein housing consists of the residential facilities at 1925 Eastchester Road, 1935 Eastchester Road and 1945 Eastchester Road, as well as 1579 Rhinelander Avenue in the Bronx, New York.

Eastchester Residence Halls

- Located on the corner of Morris Park Avenue and Eastchester Road, this residence facility consists of three 28-story high-rise towers, with 632 unfurnished apartments. It includes an extensive landscaped plaza with a sitting and playing area, and a large underground garage. The complex is next to the Falk Recreation Center, a modern athletic facility that students can enjoy close to home.

Rhinelander Residence Hall

- Just three blocks from campus, the Rhinelander residence is located at 1579 Rhinelander Avenue. This six-story residential building offers 132 unfurnished apartments.

Communications

- Website
  - A lot of useful information about Einstein and campus resources can be found on our website:

  [http://www.einstein.yu.edu/administration/auxiliary-services/housing/](http://www.einstein.yu.edu/administration/auxiliary-services/housing/)

- E-mail Blasts
  - Updates and announcements regarding changes to/reminders concerning Einstein housing policies, scheduled repairs and service changes, events and activities, and emergency situations will often be sent via e-mail to Einstein housing residents. Please be sure to promptly open and read these e-mails as they could contain important and time-sensitive information.
Eligibility

- Only students of Albert Einstein College of Medicine and Belfer Institute fellows are eligible to apply for apartments in the Einstein housing complex. Occupancy of apartments is limited to the lease-holding student and their spouse and children, if applicable. Occupancy by other relatives or friends is not permitted. The shortage of housing accommodations makes this ruling mandatory. No exceptions of any kind are permitted.

- Housing packets are sent in the beginning of May, through August. Since apartments are assigned on a first-come, first-served basis, and the demand is great, housing applications should be submitted as soon as the Einstein packet information is received. For further information, please call the housing office at (718) 430-3552 or visit the Einstein website.

- Students must reside full-time in Einstein housing. Part-time occupancy by students who are also maintaining off-campus apartments is not allowed.

- Students must immediately inform the housing office of any changes that will affect the number of residents in their apartments and/or need for apartment transfer (i.e. marital status, expecting children or moving). You will then need to sign a new license agreement.

- If a student in a shared apartment is leaving, the remaining occupant(s) is/are responsible for the full apartment rent. Students are sent a list of vacancies and they can either transfer to another available slot or request a student from another apartment.

Accommodations for Visiting Faculty, Exchange Students

- Albert Einstein College of Medicine reserves a small number of furnished apartments for visiting faculty, students and others. These apartments are not available for permanent assignment. All visitors must sign a Transient Occupancy Agreement for the expected period of occupancy.
Housing Priorities

- First priority for housing will be given to students enrolled at Albert Einstein College of Medicine and its Sue Golding Graduate Division of Medical Sciences (M.D., MSTP and Ph.D. only).

- Belfer postdoctoral fellows: A number of apartments will be set aside for postdoctoral researchers. The size of each of these apartments will vary according to the needs of a particular postdoctoral fellow. For example, a single postdoctoral fellow might be assigned a studio or a one-bedroom, whereas a postdoctoral fellow with a family might be assigned a two-bedroom apartment.

  Note: These priorities are subject to change at the discretion of Einstein housing per other needs that may arise or that are identified.

First-Year Students

- Assignment of incoming first year students will be based upon information provided to the housing office. To the extent possible, they will be assigned apartments according to their preferences and needs as provided in their housing application.

Roommate Assignments

- Roommate assignments for first-year students are made with the help of information provided on your housing application. Every effort is made to match up individuals who are compatible.
Three types of apartments are available: studios, one-bedroom, and two-bedroom units. These are assigned on a first-come, first-served basis in accordance with the following guidelines:

- The housing office will maintain and post waiting lists for studios, one-bedroom, two-bedroom and penthouse apartments. These prioritized lists will indicate the applicant’s names, in chronological order, based on the date each student’s Waiting List Application Card is received. Please Note: If you receive an e-mail in reference to an assigned apartment and do not respond within one week, your name will be permanently removed from the list. However, you have the option to request that your name remain "Inactive" until you notify the leasing coordinator (via e-mail) to reactivate your name on the waiting list.

- Studio apartments may be shared by two individuals. Single students who reach their turn on the list will receive studios, provided there are no married couples or approved domestic partners in need of these accommodations.

- Married couples and approved domestic partners, regardless of their position on the waiting list, receive priority for studio apartments after providing the housing office with the required documents.
  - One-bedroom apartments must be shared by a minimum of two students, a married couple or domestic partners who have requested a one-bedroom. There are no exceptions to this rule.

- Two students who are in a romantic relationship cannot apply for a one-bedroom apartment. In order to qualify for joint housing assignments, couples must be married or in a domestic partnership.

- In order to be approved for domestic partnership, you must supply the housing office with proof supporting your long-term domestic partnership, (such as shared bank accounts, previous lease agreements with both names and credit card statements).
  - Two-bedroom apartments must be shared by a minimum of three individuals. Married couples with one or more children are given priority; after providing the housing office with acceptable proof (such as marriage and birth certificates), they will receive a two-bedroom apartment, pending availability.

- Six penthouse apartments are located within our Eastchester Road housing. These apartments must be occupied by a minimum of three students. Penthouse assignments are made from the Penthouse Waiting List.
Waiting lists for apartments on Eastchester Road are open to students only. Belfer Institute fellows may place their names on the waiting lists (maintained by the Belfer Institute) for apartments at Rhinelander residence hall only.

Married couples with a child/children living with them in studio apartments will be given priority to move to a larger apartment. Married students without children will not be given special priority for larger apartments; however, they can place their names on the one-bedroom waiting list and may qualify when their names come up, in the event that apartments are available.

An apartment freeze is implemented annually from May 1 to September 1, to allow for housing accommodations to be provided for the incoming class. **There will not be apartment transfers, upgrades or assignments for in-house tenancy during this time frame.** Individuals who wish to transfer from one occupied apartment to another may do so, with the consent of the Einstein housing manager, before or after the freeze, provided there are slots available and incoming students have been assigned apartments.

**Personal Information Policy**

- No personal information of any student will be provided over the phone to parents, friends or family members inquiring about a student. Any information request must be made in person by the student in question, or students may provide written consent permitting their information to be discussed with the party they have designated (such as parents, friends or family members).

- In the event that a student is incapable of giving a statement to release personal information to requesting parents, friends, or family members, approval must be obtained from the Dean’s office.

- These priorities are subject to change at the discretion of Einstein as other needs arise or are identified, and the administration of Albert Einstein College of Medicine reserves the right to authorize exceptions to these guidelines at its sole discretion. Requests for exceptions should be addressed in writing to the housing manager, who will review each case and grant exceptions as deemed appropriate. It is impossible to anticipate conditions that may warrant consideration for such exceptions, but they will include special needs related to health, marital status, religious or minority group concerns and/or physical challenges.
The following applies to all apartments within Einstein housing:

**Occupancy Agreement**

- Every occupant of Einstein housing must sign an occupancy agreement (license), or renewal occupancy agreement each year. This agreement is a legally binding document that gives the occupant the right to use a specific apartment in exchange for rent. The occupant must comply with the terms and conditions specified in their occupancy agreement, as well as follow the Einstein housing policies and procedures as outlined in this document. Any individual who refuses to sign an occupancy agreement will be denied an apartment or will be required to vacate their existing apartment.

- The normal occupancy period for apartments is one year (12 months), beginning July 1, through June 30 of the following year. If the student occupant graduates or leaves the College of Medicine during that time, the occupancy agreement is terminated and the occupant must vacate the apartment within 30 days.

- Medical students and the Sue Golding Graduate Division students must vacate their apartments after graduation. Any graduating student requiring an extension must receive approval from the housing office.

**Rent**

- Entering occupants must pay a $50 key deposit (refundable upon return of keys), the first month's rent and two months' rent as security before obtaining an apartment.

- Rent must be paid on the first of the month. Payments received after the tenth of the month may result in late fees and penalties. Checks should be made payable to “AECOM Housing”; payments are to be made at the housing office, or placed in the drop box located to the right of the entrance to the housing office. To remit payment using a credit card, please use the following link:


**Note:** Students will incur a late fee following three months of nonpayment of rent. If nonpayment continues, it will be reported to the student’s appropriate dean and could result in an academic hold of the student’s account, or termination of the license agreement.
If an individual is moved from one apartment to another at the College of Medicine’s initiative, if an individual has reached the top of an Einstein housing waiting list or if an individual has withdrawn or been withdrawn from the school, the remaining occupant(s) has/have three options:

**Option 1:** Continue to live in their current slot at no extra charge. In that event, housing can assign another student to the vacant space at any time, without prior notice. If a tenant has a potential roommate in mind, they must notify housing immediately for reassignment to be approved.

**Option 2:** Move to another vacant space authorized by the Housing office. Einstein housing reserves the right to move tenants at its sole discretion. Tenants will receive two weeks’ notice prior to their relocation.

**Option 3:** Pay a “buy out” rate for the entire apartment from the day of the vacancy through the remainder of the license.

****The current buyout rate is equal to that of the vacant space, plus an additional 20%. This option is not available when housing demand is high.****

**Subletting**

- Students may **not** sublet apartments or places within apartments. All occupancies must be arranged directly through the housing office. Anyone who is not an Einstein or Sue Golding student, a Belfer Institute postdoctoral fellow, or the spouse and minor children of same, will **not** be considered for residency under any circumstances. Individuals who violate this policy may have their occupancy agreement terminated and may be subject to eviction.

**Change in Domestic Status**

- Changes in marital status should be reported immediately to the Einstein housing office. If a couple separates or divorces, eligibility to continue residency in the apartment is limited to three months. After this time, the contract holder is eligible to stay in a family unit only if that person is a full-time student and will have physical custody of any children. If there are no children, the student will be reassigned to a single student apartment with a roommate and the non-student must vacate.
Transfers/Upgrades

 Residents will be permitted to request a transfer/upgrade from their existing apartment/space only upon review and verification of one or more of the following:

 o Change in domestic status (i.e., marriage, domestic partnership, divorce, separation)
 o Birth of a child
 o Emergency medical situation
 o Problems with a roommate(s)
 o Financial issues (i.e. transfer due to rent increase)
 o Waiting list

Transfer

 Once an individual is notified that an apartment or a requested transfer is available, s/he should immediately see the leasing coordinator in the housing office. At that time, s/he will be required to close out their present account with the bookkeeper, open a new account for the new apartment/space (a checkbook will be needed), sign an occupancy agreement for the new apartment/slot and reserve an elevator for your move-out day. We ask that you please notify your remaining roommates of your intent to move.

Single students: Procedure if your roommate is moving out

If your roommate submits a “vacate notice,” the housing office will provide you with a list of vacancies; you can opt to transfer or to have someone from the list transfer to the empty slot in your apartment. Please respond promptly and courteously to e-mails/phone calls when a prospective roommate contacts you.
Preparing for Move Out

- Four weeks prior to your move-out date: **Clear your account with the bookkeeper by completing a “vacate form” obtained in the housing office.** Your financial breakdown will be ready within 24 hours. Only credit cards, certified checks and/or money orders will be accepted as forms of payments. Personal checks will not be accepted.

**Note:** Regulations preclude the use of security deposit for rent.

- An inspection of your apartment will be performed once you have vacated. You do not need to be present for this inspection, but at this time, all of your possessions must be removed from the apartment, and the unit must be cleaned. All damage and cleaning charges, if any, will be assessed on the basis of this inspection.

- Your room should be returned to the condition you found it when you moved in. You are responsible for cleaning, removing your property, and “closing up” your room/space. You will not be charged for normal wear and tear, holes in the wall the size of a pencil or smaller, larger plaster chips around holes caused from weak or poor plaster. **However, you will be charged if housing finds that there is damage in the vacated apartment space.**

The following "Before You Go Checklist" specifies your responsibility for cleaning and "closing up" your room and removing your property.

- Remove all personal property, including carpets, furniture and wall hangings.
- Remove all trash and recyclables and place them in the appropriate receptacles.
- Place all discarded carpets by the nearest dumpster.
- Sweep the floor.
- If you have a private bathroom, clean the bathroom.
- Close and lock all windows in your apartment or room.
- If you want to have your first-class mail forwarded to an address other than your home address, fill out a change of address form with the U.S. Postal Service. **Please Note:** Magazines are second-class mail and will not be forwarded.
- Make appropriate plans for storage.
- Donate unwanted furniture, cleaned clothing, unused school supplies, books and bicycles.
- Lock your door upon exiting your room.
- Return your key.
If vacating a full apartment (one in which you are the only occupant), be sure to clean the stovetop, refrigerator and all cabinetry and drawers.

If you have painted the walls another color, they must be painted back to white.

Items Left In Your Room

- Any items left in your room after you vacate will be considered abandoned and you will be charged for the cost of disposal.

Note: Additional charges will be applied and taken from your security deposit for failure to comply with the above. The additional charges are listed on page 11.

Garbage and Recycling

- You are responsible for placing garbage and recyclable items into their appropriate receptacles. Please do not leave garbage and recyclable items in the hallway or in your room.

On your move-out day

- Upon clearing your account, please make your elevator reservation with the receptionist at the housing office. Scheduling is very important; please confirm with your moving company before making reservations. You must present your elevator reservation form to the guard at the 1935 security desk to pick up the elevator key and s/he will open the gates to admit your moving vehicle onto the premises.

Key Return

- Return your apartment, mailbox, front door and top lock key (if any) to the housing office.

Key return is important. It signifies that the apartment/room is vacant and that the occupant has surrendered apartment/room over to the housing office. If the housing office is closed, please place your key(s) in an envelope on which you have written your name, apartment, and building number. Place this envelope in the black mailbox, which is located on the wall near the entrance to the housing office.

Security Deposit

- The housing office will request a refund of your security deposit after receipt of your apartment keys. This process will take about four to six weeks. A check will then be mailed to you at the forwarding address listed on your vacate form.
Additional Fees:

- Cleaning fee:
  - Full Studio $45.00
  - 1-Bedroom Slot $22.50
  - 2-Bedroom Slot $15.00

- Regular painting fee: (as described in the license agreement)
  - Full Studio $8.25/month
  - Full 1-Bedroom $13.85/month
  - Full 2-Bedroom $15.44/month
  - Slot $76.00

Note: If a tenant resides in housing for three or more years, the regular painting fee is waived. The painting fees described here are as follow: (36 months) – (# of months resided in apartment/slot) x ($ amount).
It is expected that all occupants of Einstein housing conduct themselves and treat fellow occupants in a mature, adult manner. As such, the following housing rules represent the basic understanding all occupants should have regarding living in Einstein housing.

- All residents of an apartment must respect the rights of everyone in the apartment. This includes respecting the right to study and sleep, including maintaining an acceptable noise level within the apartment.

- All non-bedroom areas of the apartment must remain accessible to all apartment residents. This includes all common hallways, internal stairways, kitchen, living room, bathrooms off the common hallway and other non-bedroom areas.

- All residents of the apartment should respect the security and access rights of all other residents. This includes ensuring that the apartment doors remain locked and that the door chain is used only when all residents are present in the apartment.

- All residents are responsible for keeping the apartment in which they reside clean and orderly, and for cooperating with roommates in the cleaning of the shared kitchen, bath facilities, and living and dining areas. Additionally, they must maintain their own space in a manner that helps to contribute to the overall cleanliness of the apartment. Many roommates have found it useful to establish a rotating schedule for cleaning the common areas of the apartment. This includes vacuuming, sweeping and mopping of the kitchen floor, cleaning the stove, oven, and refrigerator, cleaning the bathroom, etc. Residents are responsible for removing the trash from their apartment and disposing of it via the trash chute located in the hallway.

- All residents of the apartment must respect the cooking and cleaning expectations of all other residents. This includes cleaning up after using the kitchen and only using the food, dishes and utensils of others when expressly given permission.

- Living on campus is both a privilege and an opportunity for students. In order to have a positive community, it is necessary to define policies that affect both the College of Medicine and the students. Please note that all housing policies and procedures are a part of your housing contract and, therefore, the housing manager will review any violation.
Noise and Quiet Hours

- Consideration for the rights of others is essential in a multi-unit residential complex. Every effort should be made to maintain quiet from 11:00 p.m. to 8:00 a.m. The rights of other members of the community should always be taken into consideration. If a roommate or neighbor requests your cooperation in lowering noise levels so that he/she may study or sleep, please be considerate and keep in mind that their schedule may not be the same as yours.

Conduct

- Residents are responsible for the actions and conduct of themselves and their guests. Musical devices should not be audible outside the individual apartment and should not disturb other residents.

- The Einstein housing office reserves the right to determine what constitutes disorderly conduct, excessive noise, or interference with the rights, comforts or conveniences of other residents.

- Failure to comply with the housing policy conduct regulations will result in notification of the occupant’s appropriate dean and further disciplinary action may result.

Note: Be aware that rooftop access is strictly prohibited to any unauthorized individuals.

Overnight Guests/Visitors

- Residents may have overnight guests in their apartments for no longer than seven days, with approval from their roommate (if applicable). Be sure to discuss the visit and receive your roommate’s approval prior to the guest’s arrival. Remain sensitive to your roommate’s feelings and concerns throughout the length of your guest’s stay. Please be sure that your guest is aware of, and adheres to, all Einstein housing policies and procedures.
Pest Control

- Residents are required to cooperate with the College of Medicine in its efforts to maintain a pest-free environment. Please report any pest control problems to the housing office immediately. Residents will be advised prior to any necessary exterior spraying of the apartment complex.

Apartment Keys

- Keys for Einstein housing apartments will be provided to incoming and/or transferring occupants at the time of move-in by the housing office.

Lost Keys

- Eastchester Road residents: Please go to the security desk at 1935 Eastchester Road. Upon presenting your Einstein I.D., the guard will admit you to your apartment. Please be aware that a lock-out fee of $5 will be applied to your account.

- Rhinelander Residents: Please go to the Security Desk located in the Lobby of 1579 Rhinelander Avenue. Upon proof of I.D., he/she will admit you to your apartment. Please be aware that a lock out fee of $5 will be applied to your account.

- University policy requires accessibility to all units by Einstein housing and security. Any additional locks are prohibited.

Appliances

- Stoves and refrigerators are provided. Washing machines, dryers and dishwashers are strictly prohibited in the apartments.

Repairs and Service

- Routine maintenance requests may be made online at http://www.einstein.yu.edu/administration/auxiliary-services/housing/housing-work-order.asp. Or, you can call the housing office at (718) 430-3552, or visit the office at 1935 Eastchester Road, Apartment 1A.

- If you have an emergency and the housing office is closed, please go to the security desk and the guard will contact the superintendent.

Mailboxes

- Each apartment has its own mailbox. Please ask relatives and friends to indicate your apartment number on all mail so that delivery is not delayed. The post office has notified us that mail will be returned to sender if an apartment number is not listed on the envelope.
Pets

- We regret that pets are not allowed anywhere in the housing complex.

Laundry Facilities

- Washers and dryers are conveniently available, on a 24-hour basis, in each of the Eastchester Road residence hall buildings. Each student should pick up their laundry card in the housing office.

  *Note: If you lose this card, you will be charged $5 for a new one.*

- The washers and dryers are located in the basement of 1925 and 1935 Eastchester Road. The machines at 1945 Eastchester Road are located in the lobby area. The Rhinelander residence hall machines are located in the basement.

- The washers and dryers in the laundry rooms are owned and operated by an outside vendor, not by the College of Medicine. If a washer or dryer malfunctions, please call the vendor directly:
  
  - Hercules: 1-800-526-5760 or www.hercnet.com

- Please remove clothes from machines when cycles are complete so that the equipment is available for the next user. Wash cycle time is approximately 35 minutes. Dryer cycle time is approximately 45 minutes. Dryer lint screens should be cleaned after each load. All laundry debris (dryer sheets, empty detergent containers, dryer lint) should be placed in the trash cans provided inside the laundry room. Einstein and the vendor are not responsible for missing or damaged articles.

Utilities

- At the Eastchester residence hall only: Air conditioning, heating, gas and electric are included in the rent. The occupant is responsible for cable and telephone and should directly contact the companies — Cablevision and Verizon — that provide these services for an appointment regarding installation/activation. Satellite dishes are prohibited.

Vending Machines

- Eastchester Road: Vending machines are located in the lobby of each building.

Express Bus

- The Express Bus to Manhattan leaves from the corner of Morris Park Avenue and Eastchester Road. You must have a MetroCard with sufficient funds; the bus driver only accepts exact change when cash is paid.
Wireless Access

- All Eastchester Road and Rhinelander apartments are equipped with wireless access. The ESSID number and the WPA2 Key can be found on the router. Do not change the password under any circumstances.

- If you are having connection problems, please send an e-mail to: verizonwifihelp@einstein.yu.edu. Be sure to include your name and phone number.

Storage

- Storage of items in your apartment is not permitted, beyond that which is usual and customary for everyday living.

- Storage is not allowed in common areas, hallways, or stairwells. Any items left outside your apartment door (this includes doormats, footwear, baby carriages, and bicycles), or in other public areas will be removed and discarded in compliance with fire regulations.

Apartment Entry

- Einstein housing and its authorized representatives/agents have the right to enter your apartment at reasonable times, or in cases of emergency, to conduct inspections, to show the apartment to prospective tenants, to make repairs or necessary improvements/upgrades or to exterminate pests as deemed necessary. You will be notified in advance whenever possible.

Postings

- All material for posting and distribution on site must be submitted for approval to the housing office prior to the desired posting date. The material will remain posted one day after the event, or for no longer than one week if no specific date is indicated. Any unapproved message or flyer will be removed and discarded.

Window Guards

- Window guards are for the safety and security of students and children living on campus. Window guards should not be removed from an apartment under any circumstances. If you are in an apartment that does not have window guards and you have children, you must immediately inform the housing office so that they can be replaced.
Safety and Security

- There is a security officer posted in every building in the lobby areas of Einstein housing—1925, 1935 and 1945 Eastchester Road, and 1579 Rhinelander Ave.
- The main driveway and the rooftop basketball court are equipped with coded door locks. Do not give out this code for any reason to unauthorized persons. This will ensure a safer environment for all of our students.
- In the event of a fire or medical emergency, please use the following numbers:

Inquiries/ Emergency Telephone Numbers

- Housing office: (718) 430-3552
- 1925-35 security desk: (718) 430-3066
- 1945 security desk: (718) 430-3025
- Rhinelander security desk: (718) 430-3375
- Campus security: (718) 430-2180
- After-hours emergencies: (718) 430-3000
  (i.e. fire, flooding, blackout)
- Police Emergency: 911  Non-Emergency: (718) 918-2000
- Fire Department 911

YU Alert
The Yeshiva University Manhattan campus and Einstein Bronx campus presently use the Everbridge Mass Notification System in order to inform the Einstein community of life-threatening events. Messages are sent to students, faculty and staff via e-mail, voicemail and SMS text messaging to addresses and telephone numbers previously registered within the College of Medicine’s database.

To verify that your contact information is up-to-date, or to make changes, please visit the YU Member Self-Service Portal page and follow the instructions below:

- Click on the first link: “Faculty, Students and Staff. Login to register, apply for housing, etc.”
- Enter your “User ID,” which is your 9-digit Banner ID number.
  - If you don’t remember your Banner ID number, simply press the “please click here” link to the right of “If you have forgotten your ID”; you’ll be asked to enter your Last Name and Social Security Number to retrieve your Banner ID number.
  - If you cannot remember your 6-digit PIN, please click on the “Forgot Pin?” button to retrieve it. Or you may consider resetting your PIN using the “RESET MY PIN” option.
• Once you have successfully logged in into Banner Self-Service portal, please click on the “Personal Information” link
• Please click on “Update Contact Information for Emergency Notification – YU Alert” link (It is the last link among those listed.)
• Click on the gray bar that says, “Click here to connect to update Emergency Contact Information”
• Complete the “Update Contact Information for Employee Notification – YU Alert” form
• Once you’ve entered all information, please be sure to click on SUBMIT to save the changes made to the form. If not changes are needed, you can select the “Close” button instead.

In addition, please familiarize yourself with information on the “In an Emergency” web page, which offers further details of what to do in the event of an emergency on campus.
Building-wide Notification

- Each of the floors of Einstein’s 1925, 1935 and 1945 Eastchester Road residence is equipped with a visual and an audio notification system, consisting of a sign board, siren and paging speaker on each elevator floor. The system is intended to augment emergency notification.

- The system is not interconnected to any life-safety device, and therefore should not be relied upon as your sole means of information or decision-making in the event of an emergency. Instead, please be guided by building fire alarms and directions provided by first responders and emergency notification messages.

Fire Instructions

- On each floor, there are fire alarms and fire extinguishers. In case of an emergency, act in accordance with the posted instructions.

- For your safety, you should become familiar with fire and emergency procedures in advance of such an event. These are provided on the following page.

Be Prepared

- Your own good judgment is the finest safety device ever developed. Above all, remember to use your head! If you hear the fire alarm, or if verbal instructions to evacuate are given, take them seriously and proceed immediately to the nearest exit. Evacuation is a must under these circumstances and not something you choose not to do.

- Determine in advance the nearest exit to your location and the route you will follow to reach that exit in the event of an emergency. Also, establish an alternate route to be used in the event your first route is blocked or unsafe to use. Check the evacuation drawing in the hallway.

- Remember, if you encounter heavy smoke, often the smoke may camouflage the exit signs above the door. If you know in advance how many doors you will have to pass, you can then crawl or crouch low, with your head below the smoke, watching the base of the wall, and count the doors you pass so that you will know when you reach the exit door.
IF YOUR CLOTHING CATCHES FIRE ... STOP... DROP ... ROLL

- Any attempt to fight a fire should be limited to the discharge of one hand-held fire extinguisher — if you feel comfortable operating one.

- Fire extinguishers are located in the hallway on each floor of every building of the Eastchester Road residences. You should be familiar with the location of the nearest fire extinguisher on your floor, and how the extinguisher operates.

Remain Calm

- If there is a visible flame or smoke and an automatic alarm has not been sounded, please notify security and/or call 911 immediately.

Albert Einstein College of Medicine

Department of Supporting Services

Housing Office

1935 Eastchester Road

Bronx, New York 10461

Einstein reserves the right, at any time, to modify or revise the housing policies outlined.

- Revised 6/2014